**Continuous Improvement Plan**

**Outcomes might not change from year to year. For example, if you have not met previous targets, you may wish to retain the same outcomes. *If this is an academic, workforce, or continuing education program, you must have at least one student learning outcome.* You may also add short-term administrative, technological, assessment, resource or professional development goals, as needed.**

**Date:** 2017-18 **Name of Program/Unit: Commercial Music (AAS)**

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**Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)**

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| **A. Expected Outcome(s)**  Results expected in this unit  (e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services) | **B. Measure(s)**  Instrument(s)/process(es) used to measure results  (e.g. survey results, exam questions, etc.) | **C. Target(s)**  Level of success expected  (e.g. 80% approval rating, 10 day faster request turn-around time, etc.) |
| Demonstrate professional portfolio, resume and headshot detailing Collin coursework and work experience while at Collin (i.e. Live Sound “assists”) | Capstone Resume/Portfolio hardcopy or electronic | 100% fully finished resume, electronic portfolio and headshot  75% lacking headshot or electronic portfolio |
| Demonstrate online resume and portfolio via online blogging services such as WordPress. | Capstone Resume/Portfolio using WordPress or other blogging service | 100% online presence via blog service  75% lacking CV or work experience |
| Demonstrated embedded portfolio media. | Capstone: Online Resume/Portfolio with embedded SoundCloud or Youtube URLs. | 100% 2-3 embedded URLs  75% 1 embedded URL |

**Description of Fields in the Following CIP Tables:**

**A. Outcome(s)** -Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

**B. Measure(s)** -Instrument(s)/process(es) used to measure results

(e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

**C. Target(s)** -Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

**D. Action Plan** -Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

**E. Results Summary** - Summarize the information and data collected in year 1.

**F. Findings** - Explain how the information and data has impacted the expected outcome and program success.

**G. Implementation of Findings** – Describe how you have used or will use your findings and analysis of the data to make improvements.

**Table 2. CIP Outcomes 1 & 2 (FOCUS ON AT LEAST 1)**

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| 1. **Outcome #1**   Demonstrate professional portfolio, resume and headshot detailing Collin coursework and work experience while at Collin (i.e. Live Sound “assists”) | |
| 1. **Measure (Outcome #1)**   The final project in the capstone MUSC 2350 Commercial Music Project is the student portfolio (which includes resume and business plan) in both electronic and hardcopy formats. | **Target (Outcome #1)**  90% completion |
| 1. **Action Plan (Outcome #1)**   The deadline to turn in the completed portfolio project is during Final Exams week of each semester. Based on the less-than-targeted number of completed portfolios (below 90%), the faculty agreed to include a checklist for each milestone in the portfolio process. The students were required to meet one-on-one with the professor to review their completion of that particular checklist item. | |
| 1. **Results Summary (Outcome #1)**   The results of this action plan were positive with a significant improvement in the number of students who were able to complete and turn in their portfolios. | |
| 1. **Findings (Outcome #1)**   Based on the positive results from implementing the checklist and one-on-one professor review of each checklist item, the AAS Commercial Music faculty unanimously agreed to continue with this action plan and process. | |
| 1. **Implementation of Findings**   The checklist will continue to be used for each MUSC 2350 Commercial Music Project class portfolio assignment as well as other AAS courses where the final project is a business plan (MUSC 1405 Live Sound I and MUSC 2448 Audio Engineering IV) | |

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| 1. **Outcome #2**   Demonstrate online resume and portfolio via online blogging services such as WordPress. | |
| 1. **Measure (Outcome #2)**   Capstone Resume/Portfolio using WordPress or other blogging service | 1. **Target (Outcome #2)**   100% online presence via blog service  75% lacking CV or work experience |
| 1. **Action Plan (Outcome #2)**   Based on the success of the online portfolio with embedded media completion rates and with the proliferation of easy-to-use online webpage tools, the faculty agreed to discontinue the previous action plan of providing a special lecture presentation/demonstration on embedding media content. | |
| 1. **Results Summary (Outcome #2)**   The result of discontinuing the presentation dedicated to online embedded media was that some students were not completing this portion of the project. | |
| 1. **Findings (Outcome #1)**   The faculty agreed to continue monitoring online portfolio with embedded media completion rates and will continue to collect data and use that as the basis for re-implementing the special presentation in the future. | |
| 1. **Implementation of Findings** | |